

JOB OPPORTUNITY
NOW HIRING



California State Auditor

Senior Auditor Evaluator II, Bureau of State Audits

Position Number 339-100-4105-900

Permanent/Full Time Employment

Up to 4 Positions Available

SALARY RANGES: **\$6,149.00 - \$7,848.00**

MISSION

The California State Auditor promotes the efficient and effective management of public funds and programs by providing to citizens and government independent, objective, accurate, and timely evaluations of state and local governments' activities.

PHILOSOPHY

The staff of the California State Auditor (state auditor), who are under the direction of the State Auditor, understand and respect the importance of their position as the State's independent auditors. The staff of the state auditor will conduct their reviews in a nonpartisan manner, free from outside influence, including that of the Legislature, Governor, and the subjects of their audits and investigations. State Auditor staff will base their findings, conclusions, and recommendations upon reliable evidence and will not allow preconceived notions or personal opinions to influence their work. The staff will strictly adhere to the standards of the auditing profession and exercise the highest standards of ethics. The state auditor and its staff will lead by example, holding the organization and themselves to the same or higher standards than they use to evaluate others.

SERIES DESCRIPTION

Incumbents in the Auditor Evaluator classification series perform financial, compliance, and performance audits in conformity with industry standards, governmental auditing standards established by the Comptroller General of the United States, and policies and procedures of the California State Auditor.

DUTIES OF THE POSITION: Under general direction of an audit principal, the Senior Auditor Evaluator II typically has full supervisory responsibility for an audit with three to four staff and is responsible for ensuring the completion of the additional tasks listed for the Senior Auditor Evaluator I.

The Senior Auditor Evaluator II for the state auditor is the full supervisory level in the Auditor Evaluator classification series. The qualified candidate will have a broad range of knowledge and success in performing duties equivalent to the journey-level classifications in the series. The successful candidate must be able to perform and/or supervise those who perform the tasks listed below:

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| • Obtaining and interpreting relevant and authoritative criteria for the program or issues under audit. |
| • Identifying and gathering the highest and best sources of evidence. |
| • Identifying the audited agency's policies and procedures and testing to determine if those policies and procedures are working as described. |
| • Interviewing the audited agency's personnel responsible for the programs or issues under audit. |
| • Developing relevant information through statistical sampling and quantitative analysis. |
| • Assisting in the preparation and administration of surveys. |

<ul style="list-style-type: none"> • Testing data to determine its accuracy, completeness, currency, and reliability.
<ul style="list-style-type: none"> • For financial audits, performing procedures to determine whether financial information is presented in conformity with generally accepted accounting principles and participating in the production of audited financial statements, including all relevant disclosures.
<ul style="list-style-type: none"> • For compliance audits, performing procedures to provide a basis for the assessment of compliance with applicable federal, state, or local laws and regulations.
<ul style="list-style-type: none"> • Based on an objective and independent evaluation of the evidence; drawing conclusions about the audit subject, identifying possible causes of any agency problems or noncompliance, and developing feasible and cost-effective recommendations to address those concerns.
<ul style="list-style-type: none"> • Preparing work papers to document the work performed and conclusions reached, and which provide the basis for any findings and recommendations.
<ul style="list-style-type: none"> • Assisting in the preparation of parts of written reports.
<ul style="list-style-type: none"> • Making presentations about audit work and results at meetings with the audit team and state auditor management and with the audited agency.
<ul style="list-style-type: none"> • Performing special projects and other duties, as required.
<ul style="list-style-type: none"> • Interviewing and briefing high level staff at audited agencies.
<ul style="list-style-type: none"> • Writing or editing the writing of audit reports.
<ul style="list-style-type: none"> • Participating in basic quality control reviews of reports or other materials used in audits, including indexing sections of the report back to the supporting evidence.
<ul style="list-style-type: none"> • Preparing time budgets for audits, approving related leave requests and time sheets for subordinates, and ensuring audit work is completed according to schedule.
<ul style="list-style-type: none"> • Leading, guiding, and evaluating subordinate staff.
<ul style="list-style-type: none"> • Reviewing work papers for sufficiency, relevancy, and clarity in completing audit program steps.
<ul style="list-style-type: none"> • Preparing briefing documents for bureau meetings, and developing or editing surveys, and any other communications the audit requires.
<ul style="list-style-type: none"> • Conducting pre-exit and exit conferences with the audited agency and addressing concerns the auditee raises.
<ul style="list-style-type: none"> • Helping to brief the Legislature and other interested parties about audit results.
<ul style="list-style-type: none"> • Assuming various administrative tasks for the audit, including the sorting and storing of work papers.

DESIRABLE QUALIFICATIONS for Senior Auditor Evaluator II:

- Knowledge of principles and practices of employee supervision, development, and training.
- Licensure as a Certified Public Accountant.
- Ability to clearly define audit objectives and develop approaches and methodologies to meet audit objectives.
- Ability to assess staff performance and develop the skills and abilities of subordinate staff.
- Ability to make sound decisions to accomplish the state auditor's goals.

DESIRABLE QUALIFICATIONS for all levels in the Auditor Evaluator Classification Series:

- Bachelors or Masters' degrees in Accounting, Economics, Public Administration, or other degrees with a concentration in quantitative course work.
- Strong skills in research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics.
- Knowledge of principles and practices of organizational management including planning, organizing, accounting, auditing and quantitative analysis methods.
- Possession or interest in pursuing a professional designation as a Certified Information Systems Analyst (CISA), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM), Certified Fraud Investigator (CFE), or Certified Public Accountant (CPA).
- Knowledge of the functions, organization, and practices of California government including: legislative committee organization, structure, functions, and procedures; formal and informal aspects of the legislative process; the operation and reporting of other State and Federal audit organizations.
- Strong verbal and written communication skills.
- Ability to work effectively both as a team member and independently.
- Willingness to sometimes work long and irregular hours.
- Willingness to sometimes work in stressful situations and under tight deadlines.
- Willingness to sometimes work away from headquarters including overnight travel.

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

California State Auditor
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

In the 'explanations' section of the STD. 678 **CLEARLY STATE YOUR ELIGIBILITY ALLOWING YOU TO APPLY FOR THE POSITION.**

FINAL FILING DATE: UNTIL FILLED

PLEASE READ BEFORE FILLING OUT AN APPLICATION—

SELECTION PROCESS

Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification may apply. Training and Development assignments may be considered. All interested applicants must submit a Std. 678 and must clearly indicate the basis of their eligibility in the explanation box on the Std. 678. Emailed applications will be accepted if followed up with an original signature. **Applications without eligibility information will not be considered.**

SUPPLEMENTAL QUESTIONNAIRE: Subsequent to receipt of a valid application all eligible applicants will be emailed a Supplemental Questionnaire (SQ). If you do not have a valid email address, please contact Lynne Gaal at 916-445-0255, ext. 226 to make different arrangements. All SQs must be returned within 7 days of receipt.

WRITING ASSESSMENT: A writing assessment will be given to assess if candidates possess the skills necessary for analyzing and presenting written information.

Only the most qualified will be interviewed.

All appointments will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the state auditor are subject to **fingerprinting and having a background check conducted.**

All California State Auditor employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION OR GENETIC INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.